

GSA ORDER

Subject: General Services Administration Acquisition Manual; GSAM Case 2021-G521, Policy Changes for Transition from FAITAS to CSOD

1. Purpose. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM) to incorporate policy changes for the transition from Federal Acquisition Institute Training Application System (FAITAS) to Federal Acquisition Institute (FAI) Cornerstone OnDemand (CSOD) as the career management system of record at GSA.
2. Background. In support of the President's Management Agenda, the Office of Federal Procurement Policy (OFPP), GSA and the FAI Board of Directors announced in Fiscal Year 2020 the decision to transition from FAITAS to the Defense Acquisition University (DAU) instance of FAI CSOD. By Summer 2021, FAI CSOD is expected to replace FAITAS and introduce new functionality and business intelligence to further improve the management of certifications, warrants and training for the acquisition workforce.

The pending transition from FAITAS to FAI CSOD presents several new opportunities for program improvements. This modernization project is compelling GSA to evaluate how we manage the 9,000+ acquisition workforce members by considering ways to consolidate career management activities. One of the most important changes is that (with limited exceptions) warrants will be agency wide rather than limited to a single HCA. As employees move across the agency, warrants will normally follow the employee to the extent the warrants are needed. The system intelligence functionality will enable GSA to reduce our transactional workload and consolidate the numerous ad hoc staff that currently support the process. By successfully implementing the FAI CSOD solution, GSA can significantly reduce regional process duplication, improve data quality and reporting, and provide better overall support to the workforce, without a net cost increase.

The transition to the new system will be an agile process. This amendment updates the GSAM with the new career management system of record and reflects the new business processes and organizational structures that will support acquisition career management at GSA. The workforce should anticipate additional enhancements to the system, business processes and policy over time.

This change is the minimum required for implementation. Additional changes will follow post FAI CSOD implementation.

3. Effective date. June 14, 2021.
1. Explanation of changes. This amendment includes non-regulatory changes. For full text changes of the amendment see Attachment A, GSAM Text Line-In/Line-Out.

This amendment revises the language of several GSAM sections as summarized below:

501.601 (General):

- Added a new definition for Acquisition Career Manager (ACM), Administrative Warrant Issuing Agent, and Acquisition Career Management Point of Contact.
- Removed the definition for Bureau Certification Manager (BCM) since it is obsolete under the new CSOD structure.
- Removed the definition of Heads of Contracting Activity (HCAs) since it is defined in 502.101 Definitions.
- Added a new paragraph (b) for responsibilities for the Acquisition Career Manager, Administrative Warrant Issuing Agent, and Acquisition Career Management Point of Contact.
- Revised paragraph (c) for the Career Management System of Record.
- Removed paragraphs (d) and (e) regarding maintenance of certifications as they are not necessary.
- Removed paragraph (f) regarding funding limitations for customer agency purchase requests as it is not relevant for this section.
- Added a new paragraph (d) to reference the relevant Acquisition Portal topic page.
- Removed references to FAITAS and replaced with the career management system of record throughout the section.

501.603-1 (General):

- Removed references to FAITAS and replaced with the career management system of record throughout the section.
- Removed references to BCM and replaced with designated acquisition career management point of contact throughout the section.
- Changed title of 501.603-1(b) to “Certifications” in order to cover all

GSA contracting certification programs. Streamlined the contracting certification application process details because it is identified on the GSA Acquisition Portal page.

- 501.603-1(c)(3) - Revised paragraph (ii)(J) to reflect that HCAs retain acquisition career management responsibilities for warrants based on the contracting officer's organizational assignment.
- Revised the warrant threshold table at 501.603-1(c)(5)(iv). Removed "up to" language as FAI CSOD does not support this type of non-standard warrant structure. Removed "net average annual rent" language as CSOD does not support this type of non-standard warrant structure. Revised the third warrant level to just read "simplified" instead of "simplified acquisition" for consistency with the other warrant levels. Replaced "Above \$10,000,000" language with "Unlimited" for senior warrants for clarity.

501.603-2 (Selection):

- 501.603-2(b)(1) - Removed regional references.
- 501.603-2(b)(2) - Removed this paragraph because there is no longer a National Warrant Nomination Process.
- 501.603-2(c)(2) - Revised training requirements to indicate that warrant applicants must complete all training requirements established by the agency and FAI.
- 501.603-2(c)(3) - Streamlined language as the process details are identified on the GSA Acquisition Portal page.
- 501.603-2(c)(4) - Removed this paragraph because PBS national warrants will no longer be issued.

501.603-3 (Appointment):

- 501.603-3(a)(1) - Revised text for the certificate of appointment to align with CSOD.
- 501.603-3(a)(2) - Removed this paragraph to streamline language for the certificate of appointment process.
- 501.603-3(a)(3) - Removed this paragraph to streamline language for the certificate of appointment process.
- 501.603-3(a)(4) - Removed this paragraph because PBS national acquisition warrants will no longer be issued.
- 501.603-3(a)(5) - Removed this paragraph because PBS national leasing warrants will no longer be issued.
- 501.603-3(a)(6) - Removed this paragraph because PBS national

site warrants will no longer be issued.

- 501.603-3(b) - Revised to indicate that candidates are nominated for either an interim or permanent appointment. Interim warrants can be issued at the basic, simplified, intermediate or senior level. There will no longer be regional and national appointments.
- 501.603-3(c) - Removed references to regional and national warrants. Added language to support warrants across GSA.

501.603-4 (Termination):

- 501.603-4(e) - Removed this paragraph because there will no longer be PBS national warrants.
- 501.603-4(f) - Removed this paragraph because there will no longer be PBS national site acquisition warrants.

501.604 (Contracting Officer's Representative):

- 501.604(b) - Streamlined the certification details because it is identified on the GSA Acquisition Portal page.
- 501.604(c) - Removed language on reciprocity of certifications as the information is available at www.fai.gov.
- 501.604(d) - Removed section because process details are identified on the GSA Acquisition Portal page.
- 501.604(e) - Removed language on certification application process because it is identified on the GSA Acquisition Portal page.
- Removed references to FAITAS and replaced with the career management system of record throughout the section.

502.101 (Definitions):

Added a new definition for Acquisition Workforce. Language reflects on the definition of "acquisition" provided by Section 1411 of the National Defense Authorization Act of Fiscal Year 2004 (Pub. L. 108-136), which is codified as "procurement" at 41 U.S.C. 403.

4. Cancellation. None

5. Point of contact. For clarification of content, contact Clarence Harrison Jr. or Nicole Acevedo, GSA Acquisition Policy Division, at gsarpolicy@gsa.gov.

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GSAM Text, Line-In/Line-Out

GSAM Baseline: Change 125 effective 4/22/2021

- Additions to baseline made by rule are indicated by **[bold text in brackets]**
- Deletions to baseline made by rule are indicated by ~~strikethroughs~~
- Five asterisks (*****) indicate that there are no revisions between the preceding and following sections
- Three asterisks (***) indicate that there are no revisions between the material shown within a subsection

Part 501—General Services Administration Acquisition Regulation

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Subpart 501.6 - Career Development, Contracting Authority, and Responsibilities

501.601 General.

(a) Definitions.

~~“Acquisition Career Manager (ACM)” means the GSA Agency official located in the Office of Acquisition Policy, responsible for issuing and establishing GSA acquisition workforce certification policy, implementation procedures, internal controls and conducting periodic reviews. The ACM represents GSA on the Interagency Acquisition Career Management Committee to ensure that workforce development policies and opportunities meet the needs of the acquisition workforce.~~

~~“Bureau Certification Manager (BCM)”, means the GSA agency official, appointed by the respective HCA, who serves as a liaison between the contracting activity and the ACM, and ensures consistency in the federal certification and GSA warrant programs. The BCM provides guidance to the acquisition workforce on application preparation for the federal certification programs and contracting officer warrants. The BCM reviews and makes a recommendation on any Federal Acquisition Certification package submitted electronically in the Federal Acquisition Institute Training Application System (FAITAS) or warrant packages prior to submission to the Contracting Officer Warrant Board. This includes those applicants seeking to be certified under fulfillment or equivalencies.~~

[“Acquisition Career Manager (ACM)” means the GSA agency official within the Office of Acquisition Policy that has been appointed by the CAO, or designee, to lead the agency’s acquisition career management programs.

“Administrative Warrant Issuing Agent” means the Director of the GSA Acquisition Workforce Division (AWD) within the Office of Acquisition Policy.

“Acquisition Career Management Point of Contact” means the GSA agency official identified by the HCA to lead the implementation of acquisition certification, warrant, training and career development programs for that organization.]

“Contracting Officer Warrant Board (COWB)” means a group of senior-level acquisition employees within a contracting activity who receive, evaluate, and process requests for selection and nomination of contracting officers at the basic, simplified-acquisition, intermediate, and senior levels.

“Contracting Officer Warrant Program (COWP)” establishes the criteria for the appointment and termination of GSA contracting officers. This ensures that GSA follows a standardized process for qualifying and appointing individuals as contracting officers based on the organization's needs for contracting authority.

~~(b) Heads of Contracting Activities (HCAs) as defined in GSAM [502.101](#) are contracting officers by virtue of their position. Other contracting officers are appointed under FAR 1.603 and GSA’s contracting officer warrant program (See [501.603](#)). The Administrator of GSA delegated Head of Contracting Activity (HCA) authority to the Senior Procurement Executive (SPE). The SPE is authorized to re-delegate the HCA authority and contracting authority to the Commissioners and Deputy Commissioners of the Federal Acquisition Service (FAS) and the Public Buildings Service (PBS), and to the Chief Administrative Services Officer (CASO). These officials serve within the limits of their delegated authority.~~

~~_____ (i) The SPE must be consulted prior to any re-delegation of HCA authority.~~

~~_____ (ii) Any delegation of HCA authority must be in writing with a copy forwarded to the SPE~~

[(b) Responsibilities of Acquisition Career Management Positions.

(1) Acquisition Career Manager (ACM).

The ACM is responsible for ensuring that the agency's acquisition workforce (AWF) meets the requirements established by the agency, OMB's Office of Federal Procurement Policy (OFPP), and other applicable authorities. The functions of the ACM role include, but are not limited to--

- (i) Managing the identification and development of the AWF;
- (ii) Providing recommendations on acquisition-related human capital strategic planning;
- (iii) Ensuring that agency policies and procedures for acquisition workforce management are consistent with those established by OFPP;
- (iv) Serving as the agency senior advisor for acquisition human capital matters; and
- (v) Representing the agency in government-wide acquisition workforce forums, including, but not limited to the Interagency Acquisition Career Management Committee, Federal Acquisition Council on Training, and other government-wide groups, as applicable.

(2) Administrative Warrant Issuing Agent.

The Administrative Warrant Issuing Agent will issue warrants centrally in the official government-wide career management system of record. The Administrative Warrant Issuing Agent is not an HCA and does not bear responsibility for any of the actions carried out by the contracting officer under the warrant. The HCA for a contracting activity shall retain authority and responsibility for acquisition career management, including but not limited to--

- (i) Approving and terminating warrants;
- (ii) Managing contracting performance and work; and
- (iii) Fulfilling the obligations established in GSAM 501.603.

(3) Acquisition Career Management Points of Contact.

(i) Pursuant to applicable HCA delegation memos, FAS, PBS and the Office of Administrative Services are responsible for establishing an infrastructure to support acquisition career management for their workforce members. The strategy and implementation timelines for the acquisition career management infrastructure are determined by organizations according to their respective business needs and structure.

(ii) Primary points of contact for acquisition career management shall be reported to spe.request@gsa.gov within ten (10) business days of appointment or termination with the subject line "Acquisition Career Management POC".

(iii) Designated Acquisition Career Management Points of Contact will be posted to the Acquisition Career Management pages on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.

[(c) The Career Management System of Record.] ~~(c) FAITAS.~~ The Clinger-Cohen Act (Public Law 104-106 §4307) mandated federal agencies to have a database containing education, experience, training and other data about their acquisition workforce ~~[AWF]. [The government-wide career management system]~~ FAITAS is the official system of record for the federal civilian agency ~~[AWF] acquisition workforce~~ (www.fai.gov) and is maintained by the Federal Acquisition Institute (FAI).

[(1) The AWF shall utilize the official government-wide career management system of record to conduct and maintain their career management activities for certifications, warrants, and acquisition training.

(2) Employees are responsible for maintaining the records needed to demonstrate that they have satisfied certification, warrant and training requirements for quality assurance purposes.

(3) Supervisors must ensure that AWF members are registered in the career management system of record and maintain data accuracy in the system for their direct reports.]

~~(1) The following members of GSA's acquisition workforce and their supervisors must be registered in FAITAS:~~

~~(i) All positions in the GS-1102 contracting series.~~

~~(ii) All contracting officers, regardless of series, with the authority to obligate funds.~~

~~(iii) Program and project managers.~~

~~(iv) Contracting Officer's Representatives (CORs).~~

~~(v) Any acquisition-related position identified by the Chief Acquisition Officer (CAO), the Senior Procurement Executive (SPE), the HCA, or equivalent.~~

~~(2) Individuals are responsible for maintaining records supporting certification or satisfaction of warrant requirements for quality assurance purposes~~

~~(3) Supervisors must ensure acquisition workforce members are registered in FAITAS and verify the accuracy of data entered.~~

~~(d) Federal Acquisition Certification (FAC) program.~~ The FAC program is a government-wide, competency-based certification program for the acquisition workforce. The FAC program applies to contract specialists, program and project managers, and contracting officers' representatives. The Office of Federal

~~Procurement Policy established the training, education and experience requirements for the FAC program across all civilian agencies to align with the Department of Defense Acquisition Workforce Improvement Act (DAWIA). The competencies, training, education and experience requirements may be found at www.fai.gov.~~

~~(e) *Maintaining FAC and contracting officer warrants.* All FAC certified members of the GSA acquisition workforce and those appointed as contracting officers are required to earn Continuous Learning Points (CLPs) every two years from the date of issuance of the certification and/or warrant. The requirements for CLP achievement can be found under the Career Management tab of GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>. All CLPs must be in support of the competencies associated with the certification.~~

~~(1) Failure to complete the required CLPs and obtain an approved Continuous Learning Achievement Request prior to the ending date of the continuous learning period will result in the expiration of the FAC certification.~~

~~(i) Expired certifications may be reinstated when evidence of accumulation of sufficient CLPs demonstrated.~~

~~(ii) Expired certifications may result in the suspension or termination of COR delegations and Program/Project Manager assignments.~~

~~(2) Failure to complete the required CLPS and obtain an approved Continuous Learning Achievement Request prior to the ending date of the continuous learning period for a contracting officer warrant will result in the suspension or termination of the warrant.~~

~~(f) *Other Federal agencies' funds.* A GSA buying activity must not exceed a fund limitation on a customer agency's purchase request unless authorized by supply support agreements. If a purchase request indicates insufficient funds to cover all costs, the customer agency must provide additional funds. Regardless of which Central Office or Regional buying activity will make the acquisition, the office initially receiving the requirement requests the additional funds.~~

[(d) For additional information on any of the topics covered in GSAM 501.6, refer to the Acquisition Career Management page on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.]

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501.603 Selection, appointment, and termination of appointment for contracting officers.

501.603-1 General.

(a) *Definitions.*

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(b) ~~*Federal Acquisition Certification in Contracting (FAC-C).*~~ **[Certifications.]** All employees in the GS-1102 series must be certified (FAC-C) at the appropriate level (Level I, II or III) in order to be considered for a contracting officer warrant. Effective October 1, 2014, contracting officers, regardless of their series, and other contracting professionals in the GS-1102 series must be certified at an appropriate level as of October 1, 2014. **[All employees, regardless of series, must be certified at the designated level in the appropriate acquisition certification program pursuant to GSA policy and guidance in order to be considered for a contracting officer warrant.]** Any contracting professional issued a senior level warrant after October 1, 2014, must be Level III certified. GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.

(1) FAC-C **[Application Process.]** Application Process:

(i) Applicants are responsible for preparing **[an application package for submission electronically through the career management system of record.]** and submitting their FAC-C certification request in FAITAS for supervisor approval. The electronic application must include all supporting documentation, such as **[including]** transcripts, training certificates, resume, and any other supporting documents.

(ii) The supervisor is responsible for verifying the accuracy and completeness of the application in FAITAS. After supervisory review, the certification request is routed electronically to the BCM in FAITAS. If the BCM recommends approval, the application is forwarded to the ACM, unless delegated, for final approval.

(iii) After the ACM or designee approves, the FAC-C certificate is generated through FAITAS.

(2) FAC-C Certifications from other agencies:

(i) ~~*Department of Defense (DoD).*~~ GSA will recognize Defense Acquisition Workforce Improvement Act (DAWIA) certification issued by DOD activities as long as there is demonstrated proof that the CLP requirement was completed and maintained. Personnel with current DAWIA certifications must submit a request for FAC-C in FAITAS.

(ii) ~~*Other civilian agencies.*~~ GSA will recognize FAC-C certification issued by another civilian agency, as long as the FAC-C is current in the FAITAS

~~certification history and there is demonstrated proof that the CLP requirement was maintained.~~

~~[(2)](3) **FAC-G Waivers.** The SPE may waive the requirement for obtaining **[a certification]**~~FAC-G certifications~~ prior to appointment as a contracting officer. Waivers will only be considered in compelling and well documented circumstances. This authority is non-delegable. ~~FAC-G w~~**[W]**ivers are not transferable to other agencies.~~

(c) *Contracting Officer Warrant Program (COWP).* GSA's COWP is administered by the Office of Acquisition Policy.

(1) *Factors in determination of need for warranted contracting officers.* The COWP ensures that a GSA organization has qualified individuals as contracting officers who meet the organization's needs for contracting authority. Factors considered in determining the number of contracting officers appropriate for a given organization include volume of actions, work complexity, and organizational structure.

(2) *Training, education and experience.* The COWP ensures warrant applicants meet all federal and agency requirements for training, education and experience.

(3) *Responsibilities.*

(i) GSA's SPE:

(A) Establishes the policies, procedures, and requirements that govern COWP.

(B) Approves/disapproves in writing any deviations, waivers[,] or exemptions from any of the COWP requirements.

[(C) Minimum standards for GSA warrants are identified on the Acquisition Career Management pages on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>

(ii) HCAs:

(A) Establish and budget for training plans for contracting officers.

(B) Monitor contracting officers' performance.

(C) Establish controls to ensure compliance with laws, regulations, procedures, and good management practice with respect to warrant use by **[c]Contracting [o]Officers.**

(D) Determine the number of contracting officer warrants necessary for a particular work unit and the grade levels at which the warrant authority will be granted.

(E) Establish an infrastructure to support acquisition career management, including certifications and warrant programs, for workforce members~~[.]Appoint a BCM to oversee the FAC and warrant programs.~~

(F) Appoint the contracting activity's Contracting Officer Warrant Board (COWB) to process requests for contracting officer warrants.

(G) Establish written procedures for the COWB to ensure the requirements of Federal Acquisition Regulation (FAR) 1.603 and this section [501.603](#) are met when appointing contracting officers.

(H) Select and nominate through the COWB qualified candidates for appointment as contracting officers.

(I) Appoint contracting officers. The HCA may further limit warrant authorities at each warrant level.

~~(J) Regional HCAs retain acquisition career management responsibilities for both regional and national warrants, based on the contracting officer's FAITAS bureau.~~

[(J) May establish additional requirements beyond the minimum standards for training, education, experience and certifications prior to issuing a warrant.]

[(K) Retain acquisition career management responsibilities for warrants, based on the contracting officer's organizational assignment.]

(iii) ACM:

(A) Ensures consistent implementation of the COWP across GSA.

(B) Establishes minimum criteria for the contracting activity's COWB to use in the selection, appointment, and termination of appointment of GSA contracting officers.

(4) ~~**[Applicability]**~~Applicability. COWP applies to all contracting officers except those appointed under the Inspector General Act (Pub. L. 95-452).

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(5) *Warrant Levels.*

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(iv) ~~**[Warrant level thresholds.]**~~HCAs may further limit warrant authorities and dollar values..

Warrant Level	Threshold	Net Average Annual Rent for Leases
Basic	Up to \$25,000	Up to \$25,000

Simplified Acquisition	Up to the Simplified Acquisition Threshold [SAT (SLAT for Leasing)]	Up to the Simplified Lease Acquisition Threshold
Intermediate	Up to and including \$10,000,000	Up to and including \$10,000,000
Senior	Above \$10,000,000 [Unlimited]	Above \$10,000,000

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501.603-2 Selection.

(a) *Contracting Officer Warrant Board (COWB).*

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(b) *Nominations for appointment.*

~~(1) Nominations for a regional appointment are submitted by the candidate's supervisor of record to the regional bureau warrant manager (BWM)~~

[designated Acquisition Career Management Point of Contact.] The regional BWM will invite the contracting officer candidate to apply for a warrant via FAITAS. In response to the invitation, the contracting officer candidate must provide **[The designated Acquisition Career Management Point of Contact must coordinate with the candidate and COWB to facilitate approval by the HCA.]**

~~(i) Unofficial college transcripts.~~

~~(ii) Completed GSA Form 3409, Personal Qualifications Statement for Appointment as a Contracting Officer or resume detailing experience, education, and training relevant to the position.~~

~~(iii) GSA Form 3410, Request for Appointment. The GSA Form 3410 must discuss the contracting activity's specific need for the warrant. Justify the need in Block 1 of the form.~~

~~(iv) Verification of candidate's training.~~

~~(2) National Warrant Nomination Process—~~

~~(i) Nominations for a national acquisition appointment are submitted by the candidate's HCA to the National Office of Acquisition Management.~~

~~(ii) Nominations for a national leasing appointment are submitted by the candidate's respective regional HCA to the National Office of Leasing.~~

~~(iii) Nominations for a national site acquisition appointment are submitted by the Director, Office of Real Property Valuation to the National Office of Acquisition Management.~~

~~(iv) The applicable BCM will invite the contracting officer candidate to apply for a warrant via FAITAS. In response to the invitation, the contracting officer candidate must provide—~~

~~(A) Unofficial college transcripts.~~

~~(B) Current resume detailing experience, education, and training relevant to the position or previous/current regional warrant certificate.~~

~~(C) Completed and signed national warrant nominee form.~~

~~(D) Verification of candidate's training.~~

(c) *Evaluation of candidates for contracting officer warrants.*

(1) *Experience requirements.* The COWB must consider the candidate's relevant experience in determining the candidate's capability to assume contracting officer responsibilities at the desired level. **[The COWB must consider the quality of past contracts and leases as it pertains to the review of contract files for conformity to policy, quality of documentation and appropriate contracting action and the results of any independent review conducted by the contracting activity to verify the nominee's contracting experience as defined in 501.603-1(a) at the intermediate and senior level.]**

Warrant Level	Experience Required
Basic	At least 1 year of current (within last 3 years) contracting experience with progressively broader assignments
Simplified Acquisition	At least 2 years of current (within the last 5 years) contracting experience with progressively broader assignments

Intermediate	At least 3 years of current (within the last 7 years) contracting experience with progressively broader assignments*
Senior	At least 4 years of current (within the last 10 years) contracting experience with progressively broader assignments*

~~*The COWB will consider the quality of past contracts and leases and the results of any independent review conducted by the contracting activity to verify the nominee's contracting experience as defined in 501.603-1(a) at the intermediate and senior level.~~

(2) ***[Training requirements.]*** ~~Training requirements.~~ **[Warrant applicants must complete specific training for the applicable warrant type as a condition of being issued that warrant as identified on the Acquisition Career Management pages on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.]**

~~(i) Any contracting professional issued an unlimited warrant after October 1, 2014 must be Level III certified.~~

~~(ii) Contracting officer candidates must complete the minimum training requirements. GSA has adopted the FAC-C curriculum established by the Federal Acquisition Institute (FAI).~~

~~(iii) Refer to the Acquisition Workforce Community of Practice accessible through GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal> for the minimum training requirements for warrants.~~

~~(iv) In addition to the warrant requirements, individuals may be required to complete additional training to strengthen the AWF.~~

~~(v) Contracting officers with multiple warrant authorities (e.g., with authority to dispose of and to acquire goods and services) must complete the mandatory training required for all warrant authorities at the applicable warrant level(s).~~

(3) *Educational requirements.*

~~(i) Applicants at pay grades 5 through 12. Applicants for permanent warrants above the simplified acquisition level, who are at grades 5 through 12, must have completed a four year course of study leading to a bachelor's degree or 24 semester hours in one of the designated fields as shown in paragraph (c)(3)(iii) of this section.~~

~~(ii) Applicants at grades 13 and above. Applicants for permanent warrants above the simplified acquisition level, who are at grade 13 or above, must have completed a four year course of study leading to a bachelor's degree that included or was supplemented by at least 24 semester hours in any combination of the designated fields as shown in paragraph (c)(3)(iii) of this section. The SPE may waive these requirements. The applicant must demonstrate significant analytical and decision-making capabilities, an acceptable job performance record, and qualifying experience.~~

~~(iii) The designated educational fields are:~~

~~(A) Accounting.~~

~~(B) Business.~~

~~(C) Finance.~~

~~(D) Law.~~

~~(E) Contracts~~

~~(F) Purchasing~~

~~(G) Economics.~~

~~(H) Industrial management.~~

~~(I) Marketing.~~

~~(J) Quantitative methods.~~

~~(K) Organization and management.~~

~~(iv) Employees who were warranted prior to January 1, 2000, are considered to have met the educational standard for their existing warrant; however, warrant increases or new warrant applications are subject to applicable warrant requirements.~~

~~(v) To retain warrants, Contracting Officers must meet the 80-hour CLP requirement, every two years, as outlined in the FAG-C curriculum.~~

~~(4) Job classification requirements.~~

~~(i) PBS National Acquisition Warrants are limited to candidates within the GS-1102 job series.~~

~~(ii) PBS National Leasing Warrants are limited to candidates within the GS-1170 job series.~~

~~(iii) PBS National Site Acquisition Warrants are limited to candidates within the GS-1170 job series.~~

501.603-3 Appointment.

(a) *Certificate of [a]Appointment.*

(1) The HCA appoints contracting officers at the Basic, Simplified Acquisition, Intermediate, or Senior level using Standard Form 1402, Certificate of

Appointment. [HCAs approve warrants and appoint contracting officers, prior to issuance of the SF-1402.]

~~(2) The HCA signs the original Certificate of Appointment before it is issued to the appointed contracting officer.~~

~~(3) Suggested language for the Certificate of Appointment may be found on the Acquisition Workforce Community of Practice accessible through GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.~~

~~(4) PBS National Acquisition Warrants will be issued by the PBS Deputy Commissioner, the PBS Assistant Commissioner of Acquisition Management or their delegate in a centralized manner.~~

~~(5) PBS National Leasing Warrants will be issued by the PBS Deputy Commissioner or PBS Assistant Commissioner of Leasing or their delegate in a centralized manner.~~

~~(6) PBS National Site Acquisition Warrants will be issued by the PBS Deputy Commissioner, the PBS Assistant Commissioner of Portfolio Management and Customer Engagement or their delegate in a centralized manner.~~

~~(b) *Types of appointments.* Candidates are nominated for either an interim or permanent appointment. Candidates for a national warrant are nominated only for a permanent appointment. National appointments replace the need for a regional appointment. A contracting officer may only hold one warrant.~~

~~(1) *Interim appointments.* Interim appointments are for a specified period of time. Personnel who hold interim simplified acquisition warrants must complete all training required for a permanent warrant within 1 [] year of the interim appointment. Personnel who hold interim warrants above the simplified acquisition level must complete all training and formal education required for a permanent warrant within 3 years of the interim appointment.~~

~~(2) *Permanent appointments.* A permanent appointment may be made when a candidate who meets all requirements for experience, education, and training at the time the appointment is made.~~

~~(3) *Regional appointments.* Regional appointments are for work specific to one region or portfolio. Regional appointments may be issued on either a permanent or interim basis.~~

~~(4) *National appointments.* National appointments are for work across GSA geographically.~~

~~(c) *Transferability of Warrants [Applicability of Warrant Authority].*~~

~~(1) *Regional warrants.* Warrants may not transfer across contracting activities. Contracting officers that transfer to a new contracting activity must be invited to re-apply for a warrant in FAITAS.~~

~~(2) National warrants. PBS National Acquisition Warrants, National Leasing Warrants, and National Site Acquisition Warrants are issued for PBS-wide work, which allows the contracting officer to perform work for various entities within PBS. If a contracting officer with a PBS National Acquisition Warrant, National Leasing Warrant or National Site Acquisition Warrant transfers to another office within PBS, follow the requirements at [501.603-4\(e\)](#).~~

[(1) Warrants are valid agency-wide within GSA, with noted exceptions. Operational guidance is available on the Acquisition Career Management pages on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.

(2) Contracting officers that transfer to a new contracting activity maintain their existing active warrant in the new contracting activity upon HCA approval.

(3) *Exceptions.* Warrants will be administratively terminated upon employee transfer if:

- (i) The contracting officer transfers to a non-contracting activity;**
- (ii) The warrant authority is specific (e.g., Real Property Leasing, Real Property Disposal, Fleet Acquisition, Fleet Sales, Personal Property Disposal) and the receiving contracting activity does not have authority for execution of work associated with the requisite warrant;**
- (iii) The receiving contracting activity does not have an organizational need for the warrant; or,**
- (iv) The receiving contracting activity needs to increase or decrease the warrant threshold.]**

(d) Authority to make purchases for domestic and national security emergencies.

(1) A contracting officer, ~~you~~ may enter into contracts on behalf of a GSA organization different from the organization specified in their Certificate of Appointment in response to a contingency operation, defense or recovery from certain attacks, major disaster declarations as defined in FAR 18 and other domestic or national security emergencies.

(2) The Office of the Chief Acquisition Officer (OCAO) or HCA may grant higher contracting authority during emergencies for Basic, Simplified and Intermediate warrants.

(3) The OCAO or HCA may appoint contracting officers with authority limited to entering into contracts required to respond to domestic or national security emergencies. This will provide GSA a cadre of emergency contracting officers who can instantly respond to emergencies if necessary. For warrants issued as a direct result of an emergency, the OCAO or HCA must have reasonable

assurance that the employee is eligible to be warranted if the nature of the emergency precludes submission of otherwise ~~necessary~~-required documentation for the warrant (see [501.603-3\(b\)](#)).

(e) *Record ~~[m]Maintenance and [d]Disposal.~~*

(1) HCAs are required to keep and maintain comprehensive files containing relevant information on all appointed contracting officers until ~~such time as~~ all warrant data is fully maintained in FAITAS **[the career management system of record, and]** as determined by the ACM.

(2) HCAs are required to submit reports **[, at least on a quarterly basis,]** to the ACM with consistent and up to date information on the contracting officer warrants issued and terminated until such time as all warrant data is fully maintained in **[the career management system of record, and]** FAITAS as determined by the ACM.

(3) Acquisition professionals are responsible for maintaining a copy of their acquisition training history and source documents used for certification requests.

(4) In accordance with GSA Order OAS P 1820.1, GSA Records Management Program, dispose of expired contracting officer files and warrants by placing the contracting officer records in an inactive file following reassignment, termination of employment or revocation of designation. The inactive file cutoff date is the end of the fiscal year. The files are to be destroyed two years after the cutoff.

501.603-4 Termination.

(a) The SPE has the authority to suspend or terminate any GSA contracting officer appointment in any organizational component of the agency. SPE suspensions or terminations of warrants may not be overridden by any other GSA appointing official.

(b) At any time, an HCA may terminate an appointment, change a permanent warrant to an interim warrant, reduce the warrant level, or refuse to accept a warrant from another contracting activity.

(c) **[(1)]** The supervisor of record must notify the ~~BGM~~-**[designated Acquisition Career Management Point of Contact]** within the organization when a contracting officer does any of the following:

- (1) Resigns.
- (2) Transfers to another agency.
- (3) Is reassigned to another office within GSA.
- (4) Is terminated, or otherwise disciplined, for malfeasance or incompetence.

- (5) Does not need the appointment.
- (6) Fails to comply with experience, education or training requirements.

[(2) The Acquisition Career Management Point of Contact must notify the Administrative Warrant Issuing Agent in accordance with the procedures identified on the Acquisition Career Management pages on the GSA Acquisition Portal at <https://insite.gsa.gov/acquisitionportal.>]

(d) Managers within the supervisory chain-of-command may at any time, suspend a contracting officer's appointment for any of the following:

- (1) There is reason to believe that the contracting officer failed to exercise sound business judgment.
- (2) There is reason to believe that the contracting officer engaged in other improprieties in carrying out contracting officer responsibilities.
- (3) Failure of the contracting officer to comply with continuous learning requirements.

~~(e) If a contracting officer with a PBS National Acquisition Warrant or PBS National Leasing Warrant—~~

~~(1) Transfers to another office within PBS, the gaining PBS office must validate the organizational need for the national warrant and issue a new national warrant via FAITAS. In the absence of validation, the warrant is terminated with no replacement.~~

~~(2) Transfers to an office outside of PBS, the warrant is terminated.~~

~~(f) If a contracting officer with a PBS National Site Acquisition Warrant transfers to another office outside of PBS Central Office, National Center for Site Acquisition, Real Property Valuation, the warrant is terminated.~~

501.604 Contracting Officer's Representative (COR).

[(a)] The ~~FAC-COR's~~ role is to develop proper requirements and ensure during contract administration the contractors meet the commitments of their contracts, including the timeliness and delivery of quality goods and services as required by the contract. ~~Information on the FAC-COR certification is available at <https://www.fai.gov/>.~~

[(b)] (a) ~~Applicability~~ [FAC-COR Certification]. Any GSA employee assigned to perform COR duties, regardless of series, must **[obtain and maintain an active Federal Acquisition Certification for Contracting Officer's Representative (FAC-COR) at the appropriate level in the career management system of**

record through the entire contract period of performance. COs determine the certification level required for an acquisition.] ~~FAC-COR certification, except as provided in paragraphs (b) and (c) of this section. CORs must be certified at the appropriate level no later than six months from the date of their appointment.~~

~~[(c)] (b) FAC-COR w[W]aivers.~~ The SPE may waive the requirement for obtaining the FAC-COR certifications prior to appointment as a COR. Waivers will only be considered in compelling and well documented circumstances. This authority is non-delegable. FAC-COR waivers are not transferable to other agencies.

~~(c) Reciprocity of certifications.~~ As described in OMB memorandum, "Revisions to the Federal Acquisition Certification for Contracting Officers' Representatives," of September 6, 2011, (<http://www.fai.gov>), individuals certified as Federal Acquisition Certification in Contracting (FAC-C) Levels I or II or Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) Mid-Level/Journeyman are considered to have met the FAC-COR requirements for Level II. Individuals certified as FAC-C Level III or FAC-P/PM Senior/Expert are considered to have met the FAC-COR requirements for Level III. These individuals must submit their FAC certificates and continuous learning documents to their BCMs for FAC-COR certification in accordance with the procedures shown in the Acquisition Workforce Community of Practice accessible through process that can be found on GSA's Acquisition Portal at <https://insite.gsa.gov/acquisitionportal>.

~~(d) HCAs or their designees, typically BCMs, must do all of the following:~~

- ~~(1) Manage and monitor their FAC-COR programs.~~
- ~~(2) Coordinate with the agency ACM to grant certifications.~~
- ~~(3) Evaluate candidate proficiencies and determine course equivalencies for certification, in accordance with FAI's required COR competencies.~~
- ~~(4) Resolve any certification-related disputes.~~

~~(e) FAC-COR application process.~~ Applicants are responsible for preparing an application package for submission electronically through FAITAS (www.fai.gov) for supervisor approval. The application package must include the application form and copies of relevant training certificates. The supervisor is responsible for verifying the accuracy and completeness of the application package in FAITAS. After supervisory review, the certification request is routed electronically to the BCM. If the BCM recommends approval, the application is routed to the ACM,

~~unless delegated, for final approval. After the ACM or designee approves, the FAC-COR certificate is generated through FAITAS.~~

[(d)] (f) Contracting officer's responsibilities.

(1) In appointing CORs under GSAM [542.2](#), the contracting officer must take into consideration the appropriate FAC-COR Level needed to protect the government's interest. The contracting officer must consider the risk associated with the acquisition, including contract type, in order to determine the appropriate level of FAC-COR coverage.

(2) Contracting officers must provide appointment letters in writing to the contractor, outlining the COR's responsibilities under the contract and the limits of the COR's authority to the contractor. The contracting officer must also provide a copy to the COR and the COR supervisor, and maintain a copy in the official contract file, or a central file referenced in the contract file.

(3) The contracting officer is authorized to revoke a COR appointment. Any revoked COR appointment must be documented in writing, notifying the COR, the COR's supervisor, the contractor and the **[designated Acquisition Career Management Point of Contact]** BGM.

~~(g) Other executive agency FAC-COR. GSA will recognize COR certifications issued by other executive agencies as long as they appear in the FAITAS certification record and are compliant with current FAC-COR requirements, including continuous learning.~~

~~(h) FAITAS. CORs must be registered in FAITAS, the official system of records for all civilian agency FAC programs (www.fai.gov). CORs are responsible for submitting all training and continuous learning activities into FAITAS.~~

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Part 502 - Definitions of Words and Terms

Subpart 502.1 - Definitions.

502.101 Definitions.

["Acquisition Workforce (AWF)"] means individuals who perform various acquisition-related functions to support the accomplishment of an agency's mission. Acquisition, pursuant to 41 U.S.C. 403, includes, among

traditional contracting functions, requirements definition, measurement of contract performance, and technical and management direction. Membership in the AWF may be on a full-time, part-time, or occasional basis.

(1) Members of the AWF may include:

- (i) Individuals who are substantially involved in defining, determining, and managing acquisition requirements,**
- (ii) Individuals involved in acquisition planning and strategy,**
- (iii) Individuals who participate in the process of establishing the business relationship to obtain needed goods and services (e.g., contracting process, those involved in the solicitation, evaluation and award of acquisitions),**
- (iv) Individuals who manage the process after business arrangements have been established to ensure that the government's needs are met (e.g., testing and evaluating, managing and monitoring the manufacturing and production activities, auditing, contract administration, performance management and evaluation, etc.),**
- (v) Individuals who arrange disposal of any residual items after work is complete, (e.g., property management/disposal),**
- (vi) Individuals who support the business processes of the activities listed in this paragraph (e.g., subject matter experts), and**
- (vii) Individuals who directly manage those involved in any of the activities listed in this paragraph.**

(2) At a minimum, the acquisition workforce of the agency, includes:

- (i) All positions in the general schedule contracting series (GS-1102), realty series (GS-1170), and other series, as identified by the Chief Acquisition Officer, Senior Procurement Executive or Head of Contracting Activity.**
- (ii) All contracting officers (CO) regardless of general schedule series with authority to obligate funds above the micropurchase threshold.**
- (iii) All positions in the general schedule purchasing series (GS-1105).**
- (iv) Program and project managers, as identified by the Chief Acquisition Officer (CAO), the Senior Procurement Executive, or HCA.**
- (v) All Contracting Officer's Representatives (CORs) or equivalent positions.**
- (vi) Any significant acquisition-related positions identified by the CAO, Senior Procurement Executive or Head of Contracting Activity, or equivalent, using the guidance provided in this paragraph.]**

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